

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Prüfungsordnung für den berufsbegleitenden Weiterbildungsstudiengang zum Master of Arts in Management, Ethik und Innovation im Nonprofit-Bereich - Diakonische Führung und Steuerung der Universität Heidelberg, der Evangelischen Hochschule Darmstadt, der Evangelischen Hochschule Freiburg und der Evangelischen Hochschule Ludwigsburg" [published in the President's bulletin (Mitteilungsblatt des Rektors) of 25 September 2013, p. 751] has legal validity.

**Examination rules and regulations for the dual study postgraduate degree programme  
Master of Arts in Management, Ethics and Innovation in the Non-Profit Sector -  
Diaconal Leadership and Governance at  
Heidelberg University, Evangelische Hochschule Darmstadt (Darmstadt Evangelical  
University of Applied Sciences), Evangelische Fachhochschule Freiburg (Freiburg  
Evangelical University of Applied Sciences) and Evangelische Hochschule  
Ludwigsburg (Ludwigsburg Evangelical University of Applied Sciences)**

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## I. General information

### § 1 Applicability

(1) These examination rules and regulations apply to the dual study postgraduate degree programme in Management, Ethics and Innovation in the Non-Profit Sector – Diaconal Leadership and Governance, which is a collaboration between Heidelberg University and the Evangelical Universities of Applied Sciences in Darmstadt, Freiburg and Ludwigsburg.

(2) These examination rules and regulations are the basis of the curriculum (module guide) established by the universities involved. The content and structure of the academic programme are subject to the module guide, considering developments in the profession and university didactics, as well as the requirements of professional practice. The module guide also describes the content that is to be examined.

(3) Admission to the academic programme is subject to the admission and enrolment regulations of the universities involved.

### § 2 Joint committee

(1) The universities involved may form a joint committee for organising and implementing the degree programme.

(2) The bodies responsible at the universities involved determine the exact composition and responsibilities of the joint committee. These details are stated in joint resolutions.

### § 3 Purpose of the academic programme and Master's examination

(1) The degree programme in Management, Ethics and Innovation in the Non-Profit Sector – Diaconal Leadership and Governance allows students to acquire and develop management skills and knowledge of management in the fields of Social and Human Sciences, Management, Ethics, Law and Theology. The degree programme conveys specialised knowledge and, in particular, interdisciplinary aspects of responsible action in the fields of non-statutory social welfare work. The degree programme considers the ethical aspects of social action, combining practical and academic approaches.

(2) In the Master of Arts examination, students show whether they have acquired the skills required for independent research and professional practice. The purpose of the examinations is to assess whether students have acquired the specialist knowledge and skills needed to understand extensive interconnections within particular subjects and between disciplines, and whether they are able to apply job-related and academic knowledge and methods independently.

### § 4 Degree

The universities involved award the academic degree of "Master of Arts" (abbreviated to M.A.) and Diploma Supplement in Management, Ethics and Innovation in the Non-Profit Sector – Diaconal Leadership and Governance.

### § 5 Standard period of study, programme structure and range of courses offered

(1) The standard period of study is five semesters. This includes examinations and completion of the Master's thesis. The programme structure and range of courses offered can be found in the annex.

(2) The academic programme is offered as a dual study programme.

(3) Successful completion of the Master's degree programme requires a total of 120 credit points.

(4) A transcript of records will be issued at the end of each semester, listing all module and sub-module examinations students have passed, including the corresponding credits and grades.

### § 6 Examinations board

(1) An examinations board is formed for organising and conducting examinations. The examinations board ensures that the examination rules and regulations are respected. It is responsible for decisions concerning examinations.

(2) The examinations board consists of the following six members:

1. a professor from Heidelberg University Faculty of Theology and one professor from each of the three evangelical universities of applied sciences involved, and
2. one student from the degree programme, and

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3. one research associate representative.

One of these professors is appointed as chairperson. He or she bears the title Head of Degree Programme.

(3) In accordance with paragraph 2 no. 1, one member is appointed by the faculty council of the Heidelberg University Faculty of Theology and one member by each of the faculty councils of the evangelical universities of applied sciences involved. The members according to paragraph 2 no. 2 and no. 3 are appointed by the body responsible at the universities involved according to the joint resolutions. In accordance with paragraph 2, the joint committee may be conferred responsibility for appointing members of the examinations board.

(4) The members of the examinations board are appointed for two years, except for the student member who is appointed for one year. The student member is a purely advisory member. Examinations board members have the right to attend examinations.

(5) The types of module examinations completed during the course of study are determined by the examinations board in accordance with § 9 paragraph 2 prior to the commencement of the university year. It is sufficient to announce this information by displaying a notice. The lecturer provides information on the nature and duration of examination components at the beginning of the respective module.

(6) The examinations board can confer particular tasks on its chairperson. The chairperson informs the committee of decisions taken at the earliest possible opportunity.

(7) Consultations and decisions of the examinations board take place in private meetings. Decisions taken by the examinations board are valid when the chairperson and three additional members are present. Decisions are taken by a simple majority of votes. In the event of a tie vote, the chairperson has the deciding vote.

(8) The chairperson manages the business of the examinations board, and prepares and chairs meetings. The chairperson should invite all members of the examinations board to official meetings in due time. Minutes must be kept during examinations board meetings.

(9) In accordance with paragraph 2 no.1, members of the examinations board report to the bodies responsible at their university regarding changes to examination and study periods, grading, and number of degrees awarded. Suggestions regarding reform of the curriculum or the examination rules and regulations for the postgraduate degree programme are given by the examinations board.

(10) All members of the examinations board are subject to official secrecy. Those who are not civil servants are sworn to secrecy by the chairperson.

(11) In the event of a negative decision taken by the examinations board, the candidate must be informed in writing, stating the reasons and providing information on the procedure for appeal.

## **§ 7 Examiners and observers**

(1) Examiners and observers are appointed by the examinations board. Students may propose two examiners as supervisors and reviewers for their Master's thesis. This proposal does not constitute a legal entitlement to be examined by a certain examiner.

(2) In general, examinations which are not completed during the course of study may only be conducted and Master theses may only be supervised by professors, lecturers, associate professors, or research associates who have been granted the right to examine by the faculty council due to longstanding teaching experience. Research associates, contract teachers and teaching staff for special duties can only be appointed exceptionally as examiners if not enough authorised examiners are available.

(3) In general, one of the two examiners for examination components completed during the course of study is a teacher of the module in question.

(4) Observers must have sat the corresponding Master's examination or equivalent, or obtained an equivalent or higher qualification.

(5) The chairperson of the examinations board ensures that candidates are notified of examiners' names, registration deadlines and examination dates in due time. It is sufficient to announce this information by displaying a notice.

(6) For examiners and observers, § 6 paragraph 10 shall apply accordingly.

## **§ 8 Recognition of course credits, examination results and academic degrees**

(1) Course credits, examination results and academic degrees obtained through degree programmes at German universities or universities of cooperative education (state or state-recognised), or at foreign universities (state or state-recognised), will be recognised as long as

there is no significant difference concerning the skills acquired, courses taken and degree obtained through the programme. This recognition is required in order to continue an academic programme, take examinations, start a further academic programme or be admitted to a doctorate programme. § 15 paragraph 3 and 4 LBG (State Public Service Law) are not affected.

(2) Preliminary and intermediate examinations taken at other German universities of the same type in the same or a similar academic programme will be recognised. Units of study completed at recognised distance learning institutions will be considered equal to the corresponding regular study programme regarding the duration of study.

(3) It is the applicant's responsibility to provide all information necessary for achievements to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil the requirements.

(4) If agreements exist between the Federal Republic of Germany and other states about equivalent university degree programmes (Equivalency Agreements) that favour students from other states by way of derogation from paragraph 1 and § 29 paragraph 2 sentence 5 of the LHG (Act on Higher Education of the Land of Baden-Württemberg), the rules and regulations in the Equivalency Agreement take precedence.

(5) Examination prerequisites and results are to be graded on the basis of a credit point system which allows for achievements in equal or similar degree programmes to be recognised. The same applies for universities of cooperative education, provided there is equivalence.

(6) Knowledge and skills gained outside a university degree programme may be recognised for such a programme, as long as

1. the requirements for university admission are fulfilled at the time of recognition, and
2. the knowledge and skills to be recognised for the university degree programme are equivalent in both content and level to the course credits and examinations which they should replace, and
3. the criteria for recognition have been verified in an accreditation.

Knowledge and skills gained outside a university degree programme may not replace more than 50 % of the university degree programme. Universities shall specify the details of the examination rules and regulations, in particular the extent to which knowledge and skills gained outside a university degree programme can be recognised and the preconditions that must be fulfilled. The examinations rules and regulations may require that a placement test is taken.

(7) For refresher courses, credits may be assigned for examination prerequisites and results. When recognising credits from refresher courses for a university degree programme, paragraphs 2 and 5 as well as paragraph 6 sentence 1 no. 1 apply accordingly. When recognising knowledge and skills gained outside a university degree programme for refresher courses, paragraph 6 applies accordingly.

## II. Examinations

### § 9 Types of examination components

(1) The examination components are:

1. written and oral examination components in the different modules completed during the course of study
2. the Master's thesis
3. defence of the Master's thesis

(2) Written examination components in accordance with paragraph 1 no. 1 are taken as written examinations, term papers, and/or papers determined by the nature of the lecture or course (e.g. presentations documented in writing, case studies), electronically where applicable.

(3) Oral examination components in accordance with paragraph 1 no. 1 are taken as colloquia or presentations.

(4) If candidates provide a medical certificate which plausibly proves that they are not able to take examination components in the form prescribed, completely or partially, due to disability or chronic illness, the examinations board may allow them to take an equivalent examination or extend the time within which the examination component must be completed. An application must be made. This also applies to examination prerequisites. In case of doubt, further evidence may be requested. Conditions for examination should be arranged in such a way that there is no disadvantage for handicapped persons.

### § 10 Written examination components



(1) In written examination components, candidates should show that they are able to recognise problems relating to their subject and find solutions for them, using subject-specific methods with limited time. Module examinations also provide evidence of media literacy and the skill to impart knowledge.

(2) Written module examinations last 90 minutes in accordance with § 9 paragraph 1 no. 1.

(3) In accordance with § 9 paragraph 1 no. 1, the written examination component for two modules consists of a term paper. Lecturers determine the topic, scope, time frame and type of term papers. Term papers may be taken as individual or group projects (up to three students per group). In general, the processing time for term papers is between two and six weeks.

(4) If written examination components are set by several lecturers, the weighting of the individual components corresponds to the amount of credits for the respective lectures or courses.

(5) Written examination components are taken as part of the corresponding module.

(6) When submitting their written papers, candidates must assure in writing that they are the author of their work, have used no sources other than those indicated and marked quotations as such. The same applies for the candidate's work within papers taken as group projects. The submission date of a written term paper must be recorded. If the deadline for submission of the paper is exceeded, the examination component will be graded as "failed" (5.0).

(7) The candidate must be informed about the assessment of written examination components within six weeks. Candidates who failed an examination component will be informed individually via mail or email. Otherwise, it is sufficient to announce such information by displaying a notice.

### **§ 11 Oral examination components**

(1) In oral examination components, candidates should show that they are able to identify interconnections within the examination matter and relate special problems to these interconnections. Furthermore, candidates should show that they have a broad basis of knowledge.

(2) Generally, oral examination components are examined by a panel of at least two examiners, or by one examiner and one observer (§ 7) as a group or individual examination.

(3) An oral examination should last between 20 and 30 minutes. In individual cases, the duration is determined by the examinations board.

(4) Important content and the results of the oral examination must be written in the minutes. Candidates must be notified of examination results following the oral examination.

(5) Students wishing to take a module examination at the next possible examination date should be permitted to listen in on the same module examination, if room is available, unless the examination candidate objects. The listener may not attend assessment and announcement of the examination result.

### **§ 12 Scope and nature of Master's examination**

(1) The Master's examination consists of:

1. successful participation in the modules listed in the annex,
2. the Master's thesis,
3. defence of the Master's thesis.

(2) Examinations as referred to in paragraph 1 no. 1 are taken as an integrated part of their respective modules. They can be in written form (in accordance with § 10) or oral form (in accordance with § 11).

### **§ 13 Master's examination admission requirements**

(1) Admission to the Master's examination is authorised for those who:

1. hold the general higher education entrance qualification, a relevant subject-linked higher education entrance qualification, or an equivalent university entrance qualification recognised legally or by the relevant authorities in the states of Baden-Württemberg or Hesse.
2. are enrolled at Heidelberg University for the Master's degree programme in Ethics, Management and Innovation in the Non-Profit Sector - Diaconal Leadership and Governance,
3. have not lost their entitlement to take the final examinations in the Master's degree programme in Ethics, Management and Innovation in the Non-Profit Sector - Diaconal Leadership and Governance.

(2) For Master's thesis admission, the following evidence must be presented:

4. successful participation in the modules listed in the annex.

#### § 14 Admission procedure

(1) The application for admission to the Master's examination must be made in writing, addressed to the chairperson of the examinations board. The application must include the following documents:

1. evidence of fulfilment of the admission requirements in accordance with § 13,
2. candidates' declarations stating whether they have already failed their final attempt at the Master's examination in the degree programme in Ethics, Management and Innovation and whether they are currently undergoing an examination procedure.

(2) If candidates are unable to provide such evidence, the examinations board may allow other proof to be accepted.

(3) The application is the basis for the decision of the examinations board as to whether to admit the candidate to the examination. Rejections must be made in writing, stating the reasons and providing information on the procedure for appeal.

(4) The application for admission to the examination may only be rejected if

1. conditions are not fulfilled in accordance with § 13, or
2. documents are not complete in accordance with paragraph 1 and have not been completed on request, or
3. candidates have failed their final attempt at the Master's examination in Ethics, Management and Innovation or have lost the entitlement to take the final examinations, or
4. the candidate is currently undergoing examination procedures in the same degree programme.

#### § 15 Master's thesis

(1) In their Master's thesis, students should show that they are able to solve a problem from the field of Management, Ethics and Innovation as well as Social Management independently with limited time, using academic methods. They should also show that they are able to present their findings comprehensibly and in writing.

(2) The topic of the Master's thesis is assigned by the chairperson of the examinations board. Students must apply for allocation of a Master's thesis topic. This application must be addressed to the chairperson of the examinations board. The date of assignment must be recorded. The student is allowed to propose topics. However, this does not constitute a legal entitlement to a certain topic.

(3) The Master's thesis may also be submitted as a group project, provided that the achievements of individual group members can clearly be identified and evaluated based on indicated paragraphs, page numbers and other objective criteria.

(4) The topic may only be returned once and only within the first month after the date of assignment. Valid reasons must be stated when returning the topic and the approval of the chairperson of the examinations board is required.

(5) The Master's thesis may be written in German or English.

#### § 16 Submission and assessment of Master's thesis

(1) The deadline for submission of the thesis is four months after the topic was assigned. The topic and task must be limited in such a way that the candidate should be able to complete the thesis within the given time frame. If an application is made by the student, the examinations board may, in exceptional and justifiable cases, extend this deadline once by up to six weeks. The application must be made immediately after the event justifying an exceptional deadline extension has occurred. It must be addressed to the chairperson of the examinations board. The application must include a statement from the student's supervisor.

(2) Three copies of the Master's thesis must be submitted to the examinations board before the deadline. The submission date must be recorded. If the deadline for Master's thesis submission is exceeded, the thesis is graded as "failed" (5.0), unless the student is not responsible for the deadline being exceeded.

(3) When submitting their Master's thesis, students must assure in writing that they are the author of their work and have used no sources or aids other than those indicated. The Master's thesis is assessed by two examiners in accordance with § 7 paragraph 2 sentence 1. One of the examiners should be the thesis supervisor; the other should be a professor. The grade is calculated as the mean of both evaluations. If the grades differ by more than one grade level, the chairperson of the examinations board designates a third examiner. In such a case, the grade is

calculated as the mean of the three evaluations. The Master's thesis may, however, only be graded as "sufficient" (4.0) or higher, if two of the grades are "sufficient" (4.0) or higher. All assessments must be justified in writing.

(4) The evaluation period for the Master's thesis should not exceed six weeks.

(5) The Master's thesis (including defence according to § 17) corresponds to 25 credits.

### § 17 Defence of Master's thesis

(1) Students defend their Master's thesis. The defence begins with a short presentation of the thesis by the student. In general, the defence lasts 30 minutes. The thesis is defended in front of an examination commission, which is composed of the following members:

1. the examiners who assessed the Master's thesis and
2. an advisory member.

(2) In general, the defence should take place eight weeks after thesis submission. The date is scheduled by the examinations board. The candidate is informed of the date at least two weeks before the presentation.

(3) Minutes must be kept for the defence and signed by the examiners.

(4) The grade for the defence is calculated as the mean of the individual grades given by the examiners.

(5) The defence corresponds to 2 ECTS credits.

(6) The defence may be in German or English.

### § 18 Assessment of examination components

(1) Grades are used to differentiate between assessment of different examination components. Grades for the individual examination components are determined by the respective examiners.

(2) The following grades must be used for assessment of examinations:

1	=	very good: an outstanding performance;
2	=	good: a performance which lies substantially above average requirements;
3	=	satisfactory: a performance which corresponds to average requirements;
4	=	sufficient: a performance which, despite deficiencies, still meets the requirements;
5	=	failed: a performance which does not meet the requirements due to considerable deficiencies.

For more detailed assessment of individual results, grades may be increased or decreased by 0.3. The grade 0.7 and interim grades above 4.0 may not be used.

(3) When calculating grades and interim grades, calculated values

of up to and including 1.5 correspond to the grade	"very good"
above 1.5 and up to/including 2.5 correspond to the grade	"good"
above 2.5 and up to/including 3.5 correspond to the grade	"satisfactory"
above 3.5 and up to/including 4.0 correspond to the grade	"sufficient"
above 4.0 correspond to the grade	"failed".

For interim grades, only the first decimal after the point is taken into account. The other decimals are dropped without rounding.

(4) When calculating the overall grade for the Master's degree programme, grades for individual examination components completed during the course of study (written and oral), the Master's thesis and defence are multiplied by the assigned credits. The sum of the weighted grades is then divided by the total number of credits.

(5) In addition to the German-style grades, students who have passed the examination components will also be awarded a ECTS grade according to the following scale:

- A top 10 %
- B the following 25 %
- C the following 30 %
- D the following 25 %

E the following 10 %

Data may be collected from one examination date, or one or several academic years. The basis of the data is stated with the ECTS grade.

(6) For degree grades, the ECTS grade must be added. For individual modules, the ECTS grade can be stated, where possible and necessary.

### § 19 Overall grade

(1) The overall grade is calculated as the weighted mean using the grades for the modules, weighted according to the credits.

(2) Only the first two decimals after the point are taken into account.

(3) The grades are calculated and supplemented with the equivalent international grade (ECTS grade) in accordance with § 18 paragraph 5.

### § 20 Passing and failing

(1) The Master's examination is passed when all examination components have been graded as "sufficient" (4.0) or higher.

(2) If the Master's examination is failed or is considered not to have been passed, the chairperson of the examinations board will issue a written notification, providing information on the procedure for appeal. A certificate will be issued on request, and on presentation of proof and a certificate of exmatriculation, listing passed examination components and the corresponding grades as well as the missing examination components required for obtaining the Master of Arts degree, and indicating that the Master's examination was not passed.

### § 21 Retaking examination components and deadlines

(1) If examination components are not passed, they may be retaken once. This includes failed examination components at other universities, universities of applied sciences, comprehensive universities, theological colleges and universities of education. A second retake is only possible as an exception and only for a maximum of two examination components. A second retake for the Master's thesis is not authorised. The decision on this matter will be taken by the examinations board.

(2) Failed examination components must be retaken during the following semester at the latest. If candidates miss this deadline, they lose the entitlement to take this examination, unless they are not responsible for the deadline being exceeded.

(3) It is not possible to retake an examination component if it has been graded as passed.

### § 22 Diploma

(1) After the Master's examination is passed, a Master's diploma in German is issued. The diploma states module titles and grades, the topic and grade for the Master's thesis, the grade for the thesis presentation and defence, and the overall grade for the Master's examination.

(2) The diploma must be signed by the chairperson of the examinations board and the dean of the Heidelberg University Faculty of Theology. It is dated with the day of the last examination component.

(3) A Diploma Supplement with a Transcript of Records in English is added. It contains additional information about the course content, in particular the period of studies, examination prerequisites and assessments.

### § 23 Degree certificate

(1) After the Master's examination is passed, a Master's certificate is issued, bearing the same date as the diploma. It certifies the conferment of the academic degree "Master of Arts". The degree certificate is signed by:

- the dean of the Heidelberg University Faculty of Theology,
- the chairperson of the examinations board.

(2) The degree certificate bears the seal of the Heidelberg University Faculty of Theology.

## III. External students' examination



## § 24 External students' examination

(1) It is possible to take the Master's examination for the Master's degree programme in Management, Ethics and Innovation in the Non-Profit Sector – Diaconal Leadership and Governance as a student who is not enrolled at Heidelberg University (external students' examination).

(2) Admission to the external students' examination is authorised for those who:

1. hold the general higher education entrance qualification, a relevant subject-linked higher education entrance qualification, or an equivalent university entrance qualification legally recognised by the relevant state authorities,
2. prove adequate qualifications that would allow for admission to the Master's degree programme in Management, Ethics and Innovation in the Non-Profit Sector – Diaconal Leadership and Governance,
3. prove adequate preparation for the examination in accordance with paragraph 4,
4. are not enrolled as students at a German university,
5. have not lost their entitlement to take examinations in the Master's degree programme Management, Ethics and Innovation in the Non-Profit Sector – Diaconal Leadership and Governance

(3) The application for admission to the external students' examination must be made in writing, at the latest by the date of assignment of the topic for the Master's thesis. It is to be addressed to the examinations board. The application must include the following documents:

- a) evidence of fulfilment of the admission requirements in accordance with paragraph 2 nos. 1 - 4,
- b) candidates' declarations stating whether they have already failed a Master's examination or external students' examination in the degree programme in Management, Ethics and Innovation in the Non-Profit Sector – Diaconal Leadership and Governance and whether they are currently undergoing an examination procedure.

(4) Proof of adequate preparation for the examination in accordance with paragraph 2 no. 2 is accepted when the evidence of the following is presented:

- successful participation in all modules and the corresponding lectures and courses listed in annex 1

The provisions made in these examination rules and regulations apply accordingly regarding proof of successful participation.

(5) The topic for the Master's thesis will be assigned after admission to the external students' examination. Regulations concerning the Master's thesis, oral presentation and defence and passing the Master's examination apply accordingly.

## IV. Joint regulations and final provisions

### § 25 Unexcused absence, withdrawal, deception, breaches of regulations and obligation to provide information regarding appeal

(1) An examination is graded as "failed" (5.0) if candidates fail to appear without being able to state a valid reason for their absence, or if they withdraw after the examination has started. A written examination that was not produced within the allowed time is also graded as "failed".

(2) Reasons for withdrawal or absence in accordance with paragraph 1 must be stated plausibly and immediately to the examinations board in writing. In case of illness, a medical certificate must be provided. In case of doubt, the university can request a medical certificate from a designated doctor. If the examinations board accepts the reasons, a new appointment will be scheduled. In this case, examination results that are already available will be taken into account.

(3) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination results will be graded as "failed" (5.0). If candidates disrupt the proper course of the examination, they may be excluded from taking further part in the examination by the examination supervisor, generally after first being given a warning, in which case the examination result will be graded as "failed" (5.0). The reasons for exclusion must be recorded. In severe cases, the examinations board may exclude the candidate from all further examinations.

(4) Within a period of one week, the candidate may request that the decision be validated by the examinations board in accordance with paragraph 3 sentences 1 and 2. The candidate must be informed of negative decisions immediately, stating the reasons and providing information on the procedure for appeal.

(5) When deciding whether the candidate is responsible for exceeding a deadline for registration or taking an examination, the examinations board must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave. The

candidate must be granted use of these provisions.

### § 26 Access to examination documents

(1) After the examination procedure has been completed, the candidate has the right to request access to written examination documents, the examiners' review of the Master's thesis and the examination minutes within a reasonable period of time.

(2) Access must be requested within three months of the examination diploma or the notification about the failed Master's examination being issued. The chairperson of the examinations board decides when and where access will be given.

### § 27 Invalidity of examinations

(1) If a candidate has deceived in an examination and this is only discovered after the diploma has been issued, the examinations board may correct the examination results affected by the deception accordingly and may declare the Master's examination partially or completely failed.

(2) If the requirements for admission to the examination were not fulfilled without any intent to deceive on the candidate's part, and this is only discovered after the diploma has been issued, the passed examination is considered to compensate for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examinations board will take a decision on the matter.

(3) Before the decision is taken, candidates are given the right to explain themselves.

(4) The fraudulent examination diploma will be confiscated and, if necessary, a new diploma will be issued. The Master's certificate will be confiscated along with the fraudulent diploma if the examination was graded as "failed" due to the deception. In accordance with paragraph 1 and paragraph 2 sentence 2, a decision may not be taken more than five years after the date on the examination diploma.

### § 28 Coming into force

These examination rules and regulations come into force on 01 September 2013.

#### Annex Overview of Modules: Basic modules (Heidelberg)

Modules	Attendance	Self-Study + Examinations	Workload	Examination component	Credit Points
<b>Module 1: Basics of Theology and Ethics</b> 1.1 Biblical Hermeneutics, Hermeneutics in Management 1.2. General Socio-Ethical Information / Business Ethics 1.3 Basic Biblical Orientation / Social Theology	60	120 + 60	240	Essay	8
<b>Module 2: History and Types of Assistive Action</b> 2.1 Diaconal Work and Non-Statutory Social Welfare Work in Interdisciplinary Discourse 2.2 Theological Reflection on Social Action in the Non-Profit Sector 2.3. Major Epochs and Structures of Non-Statutory Social Welfare Work / Non-Profit Enterprises in the Third Sector 2.4. Structural Panel Study: Diaconal Work as a Business	60	120 + 60	240	Written examination	8
<b>Module 3: Basics of Management Law</b> 3.1 Basics of Organisational and Liability Law as well as Corporate Law (types of enterprises / their advantages and disadvantages in the social / non-profit sector) 3.2 Basics of Social and Social Administration Law - Law of Social Counselling – Basics of Law of Financing Social Benefits 3.3 Labour and Public Services Law, Church Staffing Law and 3.4 Non-Profit and Tax Law	60	160 + 80	300	Term paper: Legal Analysis	10
<b>Module 4: Interdisciplinary Study and Research Skills</b> 4.1 Introduction to the degree programme 4.2 Methods for academic work, reflecting on professional practice, and self-organized learning 4.3 Basics of Philosophy of Science and Overview of Empirical Research 4.4 Religious and Church Sociology	60	120 + 60	240	Presentation	8

**Focal area: Organisational Management in Social Contexts (compulsory elective focus in Darmstadt)**

Modules	Attendance	Self-Study + Examinations	Workload	Examination component	Credit Points
<b>Module 5: Basics of Stakeholder Management</b> 5.1 Introduction to the special field: Market, State and Third Sector - Tax-Privileged Entities, their Logic of Action and Stakeholders 5.2 Market Management 5.3 Politics and Lobbying (stakeholder analysis II) 5.4 Logic of Action of Non-Profit Organisations: Solidarity, Cooperation and Competition (third sector research / stakeholder analysis III) 5.5 Strategic Stakeholder Analysis and Organisational Orientation (Strategic Controlling)	60	160 + 80	300	Term paper	10
<b>Module 6: External Stakeholder Management</b> 6.1 Financing and Fundraising: Resource Base for Organisations (donors, sponsors, funding bodies, public sector, credit services sector, corporations) 6.2 Financial Accounting: Monetary Transparency and Legitimation through Accounting and Financial Statements (tax office, credit services sector, charity seal of approval and other rating organisations) 6.3 Quality Management: Creating Content Transparency and Legitimation (sponsors, the public, customers, staff) 6.4 Marketing and Communication: Holistic Integration of External Stakeholder Relations (all external groups, particularly the press and the public) 6.5 Operative Communication / Practical Course	60	160 + 80	300	Written examination	10
<b>Module 7: Internal Stakeholder Management</b> 7.1 Human Resources Management: Full-time Staff as a Key Resource 7.2 Management of Volunteers: Voluntary Workers as a Key Resource 7.3 Micro-Politics: Power and Power Strategies (all internal stakeholders) 7.4 Management Accounting: Control, Transparency and Motivation of Internal Stakeholders in the Context of Cost and Management Accounting (staff, management, board) 7.5 Change Management: Change as a Central Organisational Task	60	160 + 80	300	Term paper	10
<b>Module 8: Stakeholder Management Practice</b> 8.1 Practitioner Colloquium: Discussing Practice and Design of own Practical Training 8.2 Practical Training: Internship or Shadowing, Practical or Change Project. Planning, Implementation and Documentation and Evaluation (Practical Training Report) 8.3 Reflecting on Professional Practice through Supervision or Coaching	30	360 + 60	450	Practical Training Report and Presentation	15

**Focal area: Social Innovation and Project-Related Research (compulsory elective focus in Freiburg)**

Modules	Attendance	Self-Study + Examinations	Workload	Examination component	Credit Points
<b>Module 5: Research and Innovation</b> 5.1 Introduction to Quantitative and Qualitative Methods of Social Research 5.2 Assessment of Demand 5.3 Practice-Related Research (incl. research coaching, FIVE (Research Initiative Organisations)) 5.4 Project	55	185 + 60	300	Term paper	10
<b>Module 6: Social Work and Social Change</b> 6.1 Diagnosing Social Change 6.2 Current Trends in Social Work Science Theory 6.3 Philosophy of Science and Epistemology	105	225 + 60	390	Written examination	13
<b>Module 7: Innovation and Strategic Management</b> 7.1 Basics of Social Economy Management; Strategic Management 7.2 Innovation Management, Change Management 7.3 Management Shadowing (organisations / managers) 7.4 Coaching 7.5 Project	90 incl. counselling	250 + 80	420	Portfolio	14

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<b>Module 8: Structuring and Governance of Organisations</b> 8.1 Accounting, Management Accounting, Risk Management 8.2 Social Marketing, Fundraising, Sponsoring	40	140 + 60	240	Term paper	8

#### Integration Module (Heidelberg)

Modules	Attendance	Self-Study + Examinations	Workload	Examination component	Credit Points
<b>Module 9: Theological and Ethical Responsibility in Management and Governance</b> 9.1 Church Governance in the works of Paul, Luther and Schleiermacher: Word, Communication, Cybernetics 9.2 Power, Conflict and Decision-Making Processes on an Operative Level, Based on Examples 9.3 Formation or Change of Ethically Active Groups, e.g. social welfare work in communities 9.4 Intercultural and Interreligious Challenges – Diversity Management	45	135 + 60	240	Project Presentation	8
<b>Module 10: Leadership and Leadership Qualities</b> 10.1 Biography and Management; Leadership and Values 10.2 Personality and Impression, Rhetoric Religious Guidance: Trust, Communication and Authority 10.4 Power, Conflict and Decision-Making Processes on an Operative Level: Conflict Management	40	140 + 60	240	Presentation	8
<b>Module 11: Master's thesis</b> 11.1 Colloquium: Profile Phase Evaluation 11.2 Planning and Structures of Master's thesis 11.3 Completion of Master's thesis 11.4 Defence	10   0.5	20  690 29.5	   750	Master's thesis + Oral examination (defence: 30 min.)	   25

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